

Bigfork Fire District Trustee Meeting

March 2nd, 2016

Trustees in attendance: Zack Anderson, Kristy Oster, Jeremy Patton, Dan Kidd (by phone)

Trustees absent: Lee Leivo

Guests in attendance: Interim Chief Mick Borges, Josh Cox, Cindy Norred,
Tracey Gembala

Meeting called to order 17:30

General Public Comment: None

Fire Dept. Association report: The Membership has approximately \$16,000 in its account and is going to be voting on what to purchase for the department with some of the funds. The membership will also be holding its meetings every other month instead of every month to allow for extra trainings throughout the year.

Review/Approval of Meeting Minutes February 3rd, 2016 (Oster 1st, Kidd 2nd) all in favor, no opposed

Review/Approval of next month's Purchase Orders: None to approve

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: There was a question asked about a bill from Single Tree. It was explained that a desktop was made to fit in the office manager's office to better facilitate the workspace provided.
- Expense by Vendor: No comment

Fire Chief Report: See attached report(s)

1. Old Business

- a. **Third Reading of SOG 123.00 3c:** No action was taken. Kidd recommended the Board should check to verify that having 2 trustees as signatories is legal and advisable. Patton will check with the Flathead County Attorney for advice.
- b. **Third Reading of SOG 253.00:** (Oster 1st, Kidd 2nd) all in favor, no opposed


2. New Business

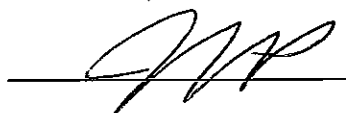
- a. **First Reading of Bigfork Fire Department Handbook:** Patton explained some changes. Kidd had read it and was happy with the changes.
- b. **First Reading of SOG 261.00:** Patton explained the recommended changes of the Substance Abuse Policy. Kidd was fine with the changes made.
- c. **EMS Hiring Procedures and Pay:** It was agreed that no procedures need changed. A suggestion was made by Anderson to possibly increase the hourly pay for EMT's and paramedics or possibly give bonuses. The number of calls is up significantly and keeps going up. Bigfork Fire Department need to see how competitive it is with other departments in Flathead Valley.
- d. **Report from Selection Committee:** Tracey Gembala gave a report to the Board. The Selection Committee received seven applications. They were then narrowed down to four. References have been called. Two of the applicants have a background as a Chief, instructor, and budgeting experience. The Board may allow Interim Chief Borges to observe the interviews, but not participate. The Bigfork Fire Department has not offered to pay any moving expenses. A motion was made by Oster to offer to pay up to \$2500.00 for travel expenses for interviews (Kidd 2nd).

3. General Public Comment: None

Motion to adjourn: (Oster 1st, Kidd 2nd) all in favor, no opposed.

Meeting adjourned at 18:23

Minutes Approved: , Chairman

, Recorder

March 2nd, 2016

BIGFORK FIRE TRUSTEE MEETING AGENDA March 2nd, 2016

- 1. General Public Comment**
- 2. Fire Dept. Association Report**
- 3. Review/Approval of meeting minutes February 3rd, 2016**
- 4. Review/Approval of Purchase Orders**
- 5. Review Reconciliation of Financial Statements and Bills Paid**
- 6. Fire Chief Report**
- 7. Old Business**
 1. Third reading of SOG 123.00 3c—District Financial Procedures (possible action item)
 2. Third reading of SOG 253.00—Fire Chief Duties (possible action item)
- 8. New Business**
 1. First Reading of Bigfork Fire Department Handbook
 2. First Reading of SOG 261.00
 3. EMS Hiring Procedures and Pay
 4. Report from Selection Committee

9. General Public Comment

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patten

MAR 02 2016

Approved By
Chief [Signature] Date 2/29/16
Trustee [Signature] Date 3/1/16

Bigfork Fire District Trustee Meeting

February 3rd, 2016

Trustees in attendance: Zack Anderson, Kristy Oster, Jeremy Patton

Trustees absent: Lee Levio, Dan Kidd

Guests in attendance: Interim Chief Mick Borges, Josh Cox, Chad Oster

Meeting called to order 17:31

General Public Comment: None

Fire Dept. Association report: The Department Membership had a quarterly dinner before the February Membership meeting.

Review/Approval of Meeting Minutes January 6th, 2016 (Oster 1st, Patton 2nd) all in favor, no opposed. The Final Draft date of the December meeting minutes was changed to 12/02/2015.

Review/Approval of next month's Purchase Orders: None to approve

There was a discussion that Slade would like to meet with the Board to try and get the Department's business back. He was told when the meetings would be held and that he can attend a meeting to discuss this with the Board. Also 361 will not be going in for service until next week because of the weather forecast.

Review Reconciliation of Financial Statements and Bills Paid.

- Profit and Loss/Balance Sheet: No comments
- Expense by Vendor: No comment

Fire Chief Report: See attached report(s)

1. Old Business

- a. **Discussion on changing SOG 123.00 3c to allow Chief to make purchases up to \$1,000.00 without having to seek Board approval of purchase order:** No action. The Board would like to change the two authorization signatures for checks to be from 2 Trustees.

- b. **Second reading of SOG 253.00 Fire Chief's Duties:** No action. The Board would like to have a third reading on this SOG.

2. New Business

- a. **Discussion on drug testing policy—All/volunteer:** The Board would like to have all employees, including volunteers to be random drug tested. The Department will start working on the new policy and the percentage of employees to be tested as well as where the testing will be done.
- b. **Discussion on SOG 261.00—Substance Abuse:** The Board is aware that a section of this SOG is not enforceable at this time.
- c. **Report from Selection Committee:** The Committee received 1 more application for a total of 4 at this time. The Selection Committee would like to be placed on the next agenda as well.

3. General Public Comment: None

Motion to adjourn (Oster 1st, Patton 2nd) all in favor, no opposed.

Meeting adjourned at 18:14

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAR 02 2016

Approved By
Chief Muel Date 2/29/16
Trustee Jim Date 3/1/16

11:22 AM
02/29/16
Cash Basis

Bigfork Fire District
Balance Sheet
As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,000.36
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	557,952.02
Total 1010001 · GENERAL FUND	557,952.02
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathead	31,577.80
Total 1020000 · RESTRICTED CASH	31,577.80
Total 101000 · CASH ALL FUNDS	619,530.18
Total Checking/Savings	619,530.18
Total Current Assets	619,530.18
TOTAL ASSETS	619,530.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061302 · Aflac	57.86
2061311 · Payroll-SWHMT	1,029.00
2061321 · Payroll - UI	-21.25
Total 206130 · ACCRUED PAYROLL PAYABLE	1,065.61
Total Other Current Liabilities	1,065.61
Total Current Liabilities	1,065.61
Total Liabilities	1,065.61
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	16,124.57
Total Equity	618,464.57
TOTAL LIABILITIES & EQUITY	619,530.18

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAR 02 2016

Approved By

Chief [Signature]
Trustee [Signature]

Date 2/29/16
Date 3/1/16

BIGFORK FIRE DISTRICT-Ending January 31st 2016-EMS & Fire Billing Receivables-PINTLER BILLING

	DECEMBER AGING BALANCE	CHARGES	PAYMENTS	Additional Income for insurance not paying on time??	REFUNDS	ADJUSTMENTS MEDICARE MEDICAID Write Offs Etc.	ASSIGNED TO COLLECTIONS	BACK FROM COLLECTIONS	JANUARY AGING BALANCE 2016	Difference	Pintler Reports A/R
AMBULANCE	\$98,650.20	\$18,867.95	\$18,326.59	\$0.01	\$115.00	\$10,699.89	\$15,429.05	\$0.00	\$72,677.62	\$4,892.31	\$67,785.31
FIRE	\$5,115.00	\$500.00	\$535.00				\$1,750.00		\$3,330.00	\$2,750.00	\$580.00
TOTAL	\$103,765.20	\$19,367.95	\$19,361.59	\$0.01	\$115.00	\$10,699.89	\$17,179.05	\$0.00	\$76,007.62	\$7,642.31	\$68,365.31

BIGFORK FIRE DISTRICT-Ending January 31st 2016-Collection Receivables-CENTRON/PINTLER BILLING

	DECEMBER AGING BALANCE	ASSIGNED TO CENTRON	COLLECTION PAYMENTS	COMMISSIONS ADJUSTMENTS	BACK to PINTLER	CLOSED ACCOUNTS	JANUARY AGING BALANCE 2016
#004476	\$56,665.00	\$17,179.05	\$225.12	\$75.04		\$1,056.89	\$72,487.00
COLLECTION RECEIVABLES							

BIGFORK FIRE DISTRICT-Ending January 31st 2016-Collection Receivables-CENTRON/BIGFORK AMBULANCE OLD

	DECEMBER AGING BALANCE	COLLECTION PAYMENTS Received	COMMISSIONS ADJUSTMENTS	CLOSED ACCOUNTS	JANUARY AGING BALANCE 2016
#004472	\$16,885.00	\$107.82	\$88.21	\$2,740.97	\$13,948.00
BIGFORK AMBULANCE COLLECTION RECEIVABLES					

TOTAL AGING RECEIVABLES	\$162,442.62
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BIGFORK FIRE DEPARTMENT

Originated by Seremy Cindy

MAR 02 2016

Approved By
Chief Michael Date 2/29/16
Trustee JH Date 3/1/16

Bigfork Fire District

Refinance 342 Ladder Truck-----2393-01

Total Loan Commitment: \$602,144.99

Final Payment: 02/15/2022

of payments: 20 Date of this Draw: 01/27/2012 Date of Agreement: 01/27/2012



Payment Due	Interest Rate	#Days Due	Interest Payment	Principal Payment	Ex princ pd	Loan Balance	Total Amount of Payment	Year
BEGINNING BALANCE*						\$602,144.99		
2/15/2012	1.95%	19	\$611.22			\$602,144.99		
8/15/2012	1.25%	182	\$3,742.84	\$99,257.16		\$502,887.83	\$103,611.22	
2/15/2013	1.25%	184	\$3,160.22	\$44,728.56		\$458,159.27	\$47,888.78	
8/15/2013	1.00%	181	\$2,271.97	\$47,728.03		\$410,431.24	\$50,000.00	
2/15/2014	1.00%	184	\$2,069.02	\$47,930.98		\$362,500.26	\$50,000.00	
8/15/2014	1.00%	181	\$1,797.60	\$48,202.40		\$314,297.86	\$50,000.00	
2/15/2015	1.00%	184	\$1,584.41	\$48,415.59		\$265,882.27	\$50,000.01	June 30th 2015-Balance
8/15/2015	1.25%	181	\$1,648.11	\$17,603.68	\$30,748.21	\$217,530.38	\$50,000.00	FY16
2/15/2016	1.25%	184	\$1,370.74	\$17,730.22	\$30,899.04	\$168,901.12	\$50,000.00	FY16-PAID February 1st 2015
8/15/2016	0.00%	182	\$0.00	\$17,938.51	\$32,061.49	\$118,901.12	\$50,000.00	FY17-planned Payment
2/15/2017	0.00%	184	\$0.00	\$18,087.21	\$31,912.79	\$68,901.12	\$50,000.00	FY17-planned Payment
8/15/2017	0.00%	181	\$0.00	\$18,293.72	\$31,706.28	\$18,901.12	\$50,000.00	FY18-planned Payment
2/15/2018	0.00%	184	\$0.00	\$18,438.48	\$462.64	\$0.00	\$18,901.12	FY18-planned Payment
8/15/2018	0.00%	181	\$0.00			\$0.00		
2/15/2019	0.00%	184	\$0.00			\$0.00		
8/15/2019	0.00%	181	\$0.00			\$0.00		
2/15/2020	0.00%	184	\$0.00			\$0.00		
8/15/2020	0.00%	182	\$0.00			\$0.00		
2/15/2021	0.00%	184	\$0.00			\$0.00		
8/15/2021	0.00%	181	\$0.00			\$0.00		
2/15/2022	0.00%	184	\$0.00			\$0.00		

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

MAR 02 2016

Approved By
 Chief [Signature] Date 2/24/16
 Trustee [Signature] Date 3/1/16

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
310001 · Flathead County Taxes	178,762.89	292,804.00	61.1%
310002 · Lake County Taxes	66,055.80	88,974.00	74.2%
310004 · EMS Levy Flathead County	17,726.00	25,000.00	70.9%
Total 31 · TAXES/ASSESSMENTS	263,794.69	409,278.00	64.5%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	14,375.34	33,475.00	42.9%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
Total 33 · INTERGOVERNMENTAL	14,675.34	33,775.00	43.5%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	0.00	0.00	0.0%
342055 · EMS Billing Income	200,381.78	225,000.00	89.1%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	2,110.00	5,000.00	42.2%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,788.31	5,000.00	315.8%
Total 34 · CHARGES FOR SERVICES	217,570.09	230,000.00	94.6%
36 · MISCELLANEOUS			
365015 · District Donations	5,000.00	3,500.00	142.9%
365010 · Reflective Sign Orders	215.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,387.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,699.95	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362006 · Reimbursements	125.00		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	5,865.00	6,500.00	90.2%
365001 · Memorial Donations	325.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	26,105.56	10,500.00	248.6%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	2,094.58	4,500.00	46.5%
371007 · Interest Income - Trust	48.09	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	2,142.67	4,800.00	44.6%
Total Income	524,288.35	688,353.00	76.2%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	450.00	600.00	75.0%
390-2 · Billing Service Refunds	3,157.20	6,000.00	52.6%
390-1 · Billing Service Fees	16,781.07	18,400.00	91.2%
360-2 · Ambulance Equipment Maintenance	22,776.16	25,000.00	91.1%
Total 300-2 · PURCHASED SERVICES	43,164.43	50,000.00	86.3%
200-2 · SUPPLIES			
220-2 · Medical Supplies	11,748.22	18,000.00	65.3%
231-2 · Fuel for Ambulance	4,758.21	11,000.00	43.3%
226-2 · EMS Personnel Supplies PPE	479.22	3,000.00	16.0%
Total 200-2 · SUPPLIES	16,985.65	32,000.00	53.1%
Total 420710 · ADMINISTRATION	60,150.08	82,000.00	73.4%
Total 420700 · EMERGENCY SERVICES	60,150.08	82,000.00	73.4%
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	180,628.26	323,000.00	55.9%
130-4 · Retirement - Employer	2,731.44	12,000.00	22.8%
140-1 · Medical Insurance-Employer	16,884.54	46,200.00	36.5%
140-2 · Unemployment expense	858.89	2,000.00	42.9%
140-3 · Workmans Comp-State Fund	13,571.24	25,000.00	54.3%
140-4 · Comp FICA-MED & SS	13,835.27	23,000.00	60.2%
Total 100 · PERSONNEL SERVICES	228,509.64	431,200.00	53.0%
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	3,443.76	8,000.00	43.0%
210-1 · Office Expenses	5,838.65	13,000.00	44.9%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	5,233.82	6,500.00	80.5%
226-1 · FIRE Personnel Supplies PPE	2,995.59	10,500.00	28.5%
231-1 · Fuel for Apparatus	5,018.92	8,500.00	59.0%
Total 200-1 · SUPPLIES	23,021.89	47,350.00	48.6%
300-1 · PURCHASED SERVICES			
340-2 · Propane	708.74	3,500.00	20.2%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	14,097.28	25,000.00	56.4%
310-1 · Radio Services	447.77	6,000.00	7.5%
335-1 · Merchant Bank Fees	660.92	1,500.00	44.1%
340-1 · Utilities	7,376.11	13,000.00	56.7%
345-1 · Telephone & DSL	2,705.57	6,000.00	45.1%
351-1 · Health & Wellness	2,274.17	9,000.00	25.3%
352-1 · Legal Services	0.00	0.00	0.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	469.65	1,000.00	47.0%

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 300-1 · PURCHASED SERVICES	30,174.22	75,100.00	40.2%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	19,535.00	0.0%
Total 500 · FIXED CHARGES	0.00	19,535.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	68,951.05	87,500.00	78.8%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	99,105.05	160,000.00	61.9%
Total 420410 · ADMINISTRATION	380,810.80	733,185.00	51.9%
Total 420400 · FIRE PROTECTION & CONTROL	380,810.80	733,185.00	51.9%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,535.06	7,000.00	21.9%
Total 420430 · PERSONNEL TRAINING	1,535.06	7,000.00	21.9%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,924.69	3,500.00	55.0%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,924.69	3,500.00	55.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	13,743.15	15,000.00	91.6%
Total 100-1 · Volunteer Stipend	13,743.15	15,000.00	91.6%
205-1 · Recruiting	0.00	500.00	0.0%
Total 420460 · FIRE SUPPRESSION	13,743.15	15,500.00	88.7%
Total 420000 · PUBLIC SAFETY	458,163.78	841,185.00	54.5%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	1,648.11	3,212.61	51.3%
610-2 · Principal of LTD-342 Loan	48,351.89	96,787.39	50.0%
Total 600 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total 420490 · DEBT SERVICE	50,000.00	100,000.00	50.0%
Total Expense	508,163.78	941,185.00	54.0%
Net Ordinary Income	16,124.57	-252,832.00	-6.4%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%

11:21 AM
02/29/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 2015 through January 2016

	<u>Jul '15 - Ja...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 38 - OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u>16,124.57</u>	<u>-252,832.00</u>	<u>-6.4%</u>

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAR 02 2016

Approved By
Chief Muel Date 2/29/16
Trustee JRP Date 3/1/16

11:20 AM
02/29/16
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
February 2016

Type	Date	Memo	Amount	Balance
*JPatton				
Check	02/01/2016	Hrs Helping Mic Borges, January 1st--31st---10 Calls & Training/meeting X4	1,291.00	1,291.00
Total *JPatton			1,291.00	1,291.00
*KOShea				
Check	02/01/2016	Jan--1 call and trainingX2	31.10	31.10
Total *KOShea			31.10	31.10
Airpro Inc.				
Deposit	02/22/2016	Refund from Airpro for shipping cost	-656.25	-656.25
Total Airpro Inc.			-656.25	-656.25
Automotive Specialists				
Check	02/16/2016	361 Repairs-steering gear, electronic ignition, engine oil cooler hose, remove and replace snowp...	1,571.96	1,571.96
Total Automotive Specialists			1,571.96	1,571.96
Battery Systems				
Check	02/16/2016	332 - 4 batteries	410.24	410.24
Total Battery Systems			410.24	410.24
Bigfork Auto Parts				
Check	02/10/2016	Battery for 364	112.49	112.49
Total Bigfork Auto Parts			112.49	112.49
Bigfork Eagle				
General Journal	02/09/2016	Reverse of GJE JE1194 -- For CHK 18219 voided on 02/09/2016	-74.00	-74.00
Total Bigfork Eagle			-74.00	-74.00
Bigfork Harvest Foods				
Check	02/16/2016	SQS pads, pine sol, dixie cups, ibuprofen	21.36	21.36
Check	02/16/2016	ASA, plastic strips	6.04	27.40
Check	02/16/2016	Plates for dinner	6.79	34.19
Total Bigfork Harvest Foods			34.19	34.19
Bigfork Water & Sewer				
Check	02/02/2016	Bigfork hall water and sewer-January 2016	136.75	136.75
Check	02/02/2016	Fire hydrant charges-January 2016	246.00	382.75
Total Bigfork Water & Sewer			382.75	382.75
Blue Cross & Blue Shield of Montana				
Check	02/10/2016	Health Ins: Brodie, Tracey, Josh, Cindy-March 2016	2,271.41	2,271.41
Total Blue Cross & Blue Shield of Montana			2,271.41	2,271.41
CenturyLink				
Check	02/01/2016	Jan 18th 2016--Feb 17th 2016-phone, Internet	256.61	256.61
Total CenturyLink			256.61	256.61
Culligan				
Check	02/01/2016	Water charges-Jan 16 & Feb 2016 rental	34.02	34.02
Total Culligan			34.02	34.02
First Bankcard				
Check	02/17/2016	Glucometer Test Strips	244.86	244.86
Check	02/17/2016	Suspender Bottons	19.63	264.49
Check	02/17/2016	Sharp copier-blk drum	48.00	312.49
Total First Bankcard			312.49	312.49
Flathead County EMS				
Check	02/10/2016	Brodie Verworn--Group Crisis Intervention	62.50	62.50
Check	02/10/2016	Brodie Verworn & Rodney Schmidt-Paramedic Refresher \$100.00 each	200.00	262.50
Total Flathead County EMS			262.50	262.50
Flathead Electric Co-op Inc.				
Check	02/17/2016	Echo lake 01/01/2016---02/01/2016	81.00	81.00
Check	02/17/2016	Woodsbay--01/01/2016---02/01/2016	48.00	129.00
Check	02/17/2016	Bigfork--01/05/2016--02/05/2016	419.00	548.00
Total Flathead Electric Co-op Inc.			548.00	548.00
Hire Right, LLC				
Check	02/16/2016	Back Ground check on Travis Cik & Joesph Bakker	120.50	120.50
Total Hire Right, LLC			120.50	120.50
Kalispell Medical Equipment				
Check	02/10/2016	Medical supplies- oxygen cylinder refills 4-D, 1-K--- Jan 2016	99.08	99.08
Total Kalispell Medical Equipment			99.08	99.08
KRMC				
Check	02/16/2016	Dec 2015 RX supplies	174.98	174.98

11:20 AM
02/29/16
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
February 2016

Type	Date	Memo	Amount	Balance
Check	02/16/2016	January 2016- Medical Supplies-gloves, IV 20g. electrodes, 25g needles, 12cc syringe, 20cc syrin...	749.24	924.22
Total KPMC			924.22	924.22
Life Assist				
Check	02/10/2016	ET Tube adult holders-25, c-collars-50	511.25	511.25
Total Life Assist			511.25	511.25
Montana Athletic Club				
Check	02/10/2016	Larson (9), R. Tracy (9) January 2016	36.00	36.00
Total Montana Athletic Club			36.00	36.00
Montana State Fund				
Check	02/16/2016	Refund for overpayment for Connie Blasdel DOS:09/14/2015	0.00	0.00
Check	02/16/2016	05/01/2015--05/01/2016---Installment 10 of 10 & payroll report over---\$1704.82	3,440.03	3,440.03
General Journal	02/16/2016	For CHK 18320 voided on 02/19/2016	12.38	3,452.41
General Journal	02/19/2016	Reverse of GJE JE1195 -- For CHK 18320 voided on 02/19/2016	-12.38	3,440.03
Total Montana State Fund			3,440.03	3,440.03
Norco Inc.				
Check	02/16/2016	compressed-2-DEYM, 2EM, 13 DM	221.93	221.93
Total Norco Inc.			221.93	221.93
Northern Energy-Kalispell				
Check	02/01/2016	Propane Echo Lake	345.47	345.47
Total Northern Energy-Kalispell			345.47	345.47
NorthWestern Energy				
Check	02/02/2016	Bigfork-Natural Gas	145.28	145.28
Check	02/02/2016	Woodsbay-Natural Gas	133.35	278.63
Total NorthWestern Energy			278.63	278.63
Occupational Health Services KRH				
Check	02/10/2016	Lisa Smith-workstep eval complete & Travis Cik-drug screen & complete workstep eval & Joseph ...	590.00	590.00
Total Occupational Health Services KRH			590.00	590.00
Park Bottling Co.				
Check	02/02/2016	January 2016 soda	30.50	30.50
Total Park Bottling Co.			30.50	30.50
Pintler Billing Services				
Check	02/02/2016		1,462.31	1,462.31
Total Pintler Billing Services			1,462.31	1,462.31
Republic Services #889				
Check	02/10/2016	Trash pick-up for January -Basic service for Feb 2016	60.70	60.70
Total Republic Services #889			60.70	60.70
Silvertip Engraving				
Check	02/16/2016	Joe Nelson Award & Fire Memeber of the Year Award	79.70	79.70
Total Silvertip Engraving			79.70	79.70
Singletree Enterprises				
Check	02/01/2016	Desk Top-Cindy's Office	265.00	265.00
Total Singletree Enterprises			265.00	265.00
Sliters				
Check	02/01/2016	PVC pipe and cap for roof leak	7.48	7.48
Check	02/01/2016	Masking tape & can of black spray for oxygen bottles	12.18	19.66
Total Sliters			19.66	19.66
Staples Credit Plan				
Check	02/10/2016	3tab folders, W-2s, 1099s, ENV, filing boxes	104.96	104.96
Total Staples Credit Plan			104.96	104.96
The UPS Store # 2556				
Check	02/16/2016	To Return IV warmer-Rod Schmidt	14.96	14.96
Total The UPS Store # 2556			14.96	14.96
Total Screen Design & Embroidery				
Check	02/10/2016	36 short T-shirts, 45 long T-shirts	989.10	989.10
Total Total Screen Design & Embroidery			989.10	989.10
US Bank Trust-SpA Lockbox CM9695				
Check	02/01/2016	Principal 342 Loan	48,629.26	48,629.26
Check	02/01/2016	Interest 342 Loan	1,370.74	50,000.00
Total US Bank Trust-SpA Lockbox CM9695			50,000.00	50,000.00
Valley Ford, Inc.				

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02/29/16
Accrual Basis

Bigfork Fire District
Expenses by Vendor Detail
February 2016

Type	Date	Memo	Amount	Balance
Check	02/16/2016	325-oil change & fuel filters, air cleaner	307.52	307.52
Total Valley Ford, Inc.			307.52	307.52
Verizon Wireless				
Check	02/02/2016	Dec 22nd 2015--Jan 21st 2016--Mifi Charges	80.02	80.02
Total Verizon Wireless			80.02	80.02
WEX				
Check	02/10/2016	EMS Fuel Jan 2016	334.09	334.09
Check	02/10/2016	Fire Fuel Jan 2016	334.08	668.17
Total WEX			668.17	668.17
Woods Bay Water				
Check	02/02/2016	Woodsbay Hall water/sewer January 2016	48.75	48.75
Total Woods Bay Water			48.75	48.75
TOTAL			67,486.97	67,486.97

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patten

MAR 02 2016

Approved By
Chief Mud Date 2/29/16
Trustee JP Date 3/1/16

Bigfork Fire District
Transaction List by Vendor
February 2016

Type	Date	Num	Memo	Split	Amount
*JPatton					
Check	02/01/2016	18283	Volunteer stipend	105-1 · Pay Per Call/O...	-1,291.00
*KOShea					
Check	02/01/2016	18284	Volunteer stipend	105-1 · Pay Per Call/O...	-31.10
Aflac					
Liability Check	02/01/2016	18280	FLA89	2061302 · Aflac	-57.86
Liability Check	02/18/2016	18326	FLA89	2061302 · Aflac	-57.86
Automotive Specialists					
Check	02/16/2016	18313		360-1 · Fire Equipmen...	-1,571.96
Battery Systems					
Check	02/16/2016	18314		360-1 · Fire Equipmen...	-410.24
Bigfork Auto Parts					
Check	02/10/2016	18310		360-2 · Ambulance Eq...	-112.49
Bigfork Eagle					
General Journal	02/09/2016	JE11...	Reverse of GJE JE119...	210-1 · Office Expenses	74.00
Bigfork Harvest Foods					
Check	02/16/2016	18317	8374590	-SPLIT-	-34.19
Bigfork Water & Sewer					
Check	02/02/2016	18291	0145-00 & 0144-00	-SPLIT-	-382.75
Blue Cross & Blue Shield of Montana					
Check	02/10/2016	18301	X54820221	140-1 · Medical Insura...	-2,271.41
CenturyLink					
Check	02/01/2016	18288	300053941, 30005222...	345-1 · Telephone & ...	-256.61
Culligan					
Check	02/01/2016	18285	246450	223-1 · Membership E...	-34.02
Dept. Of Revenue					
Liability Check	02/01/2016	18281	4033665-002-WTH	2061311 · Payroll-SW...	-1,029.00
EFTPS					
Liability Check	02/05/2016	ACH	81-0480959	-SPLIT-	-3,082.86
Liability Check	02/19/2016	ACH	81-0480959	-SPLIT-	-2,848.26
First Bankcard					
Check	02/17/2016	18324	4988659124026403	-SPLIT-	-312.49
Flathead County EMS					
Check	02/10/2016	18306		380-1 · Training	-62.50
Check	02/10/2016	18307		380-1 · Training	-200.00
Flathead Electric Co-op Inc.					
Check	02/17/2016	18325	1044500,1053813,105...	-SPLIT-	-548.00
Hire Right, LLC					
Check	02/16/2016	18322	64162	357-1 · Background C...	-120.50
Kalispell Medical Equipment					
Check	02/10/2016	18305		220-2 · Medical Suppli...	-99.08
KRMC					
Check	02/16/2016	18319	5 BGFK FIRE	-SPLIT-	-924.22
Life Assist					
Check	02/10/2016	18311	59911FD	220-2 · Medical Suppli...	-511.25
Lord Abbett					
Liability Check	02/02/2016	ACH	222	-SPLIT-	-336.70
Liability Check	02/18/2016	ACH	222	-SPLIT-	-336.70
Montana Athletic Club					
Check	02/10/2016	18308	902	351-1 · Health & Well...	-36.00
Montana State Fund					
Check	02/16/2016	18320	VOID: 03-118937-6 GJ...	390-2 · Billing Service ...	0.00
Check	02/16/2016	18321	03-118937-6	140-3 · Workmans Co...	-3,440.03
General Journal	02/16/2016	JE1195	For CHK 18320 voided...	390-2 · Billing Service ...	-12.38

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02/29/16

Bigfork Fire District
Transaction List by Vendor
February 2016

Type	Date	Num	Memo	Split	Amount
General Journal	02/19/2016	JE11...	Reverse of GJE JE119...	390-2 · Billing Service ...	12.38
Norco Inc.					
Check	02/16/2016	18316		220-2 · Medical Suppli...	-221.93
Northern Energy-Kalispell					
Check	02/01/2016	18287	202092842	340-2 · Propane	-345.47
NorthWestern Energy					
Check	02/02/2016	18290	0632980-9, 0646143-8	-SPLIT-	-278.63
Occupational Health Services KRH					
Check	02/10/2016	18309		351-1 · Health & Well...	-590.00
Park Bottling Co.					
Check	02/02/2016	18289	01-947176	223-1 · Membership E...	-30.50
Pintler Billing Services					
Check	02/02/2016	18294		390-1 · Billing Service ...	-1,462.31
Republic Services #889					
Check	02/10/2016	18312	3-0889-0001136	220-1 · Operating Stat...	-60.70
Silvertip Engraving					
Check	02/16/2016	18318		223-1 · Membership E...	-79.70
Singletree Enterprises					
Check	02/01/2016	18282		210-1 · Office Expenses	-265.00
Sliters					
Check	02/01/2016	18286	4230	-SPLIT-	-19.66
Staples Credit Plan					
Check	02/10/2016	18303	7972220000866585	210-1 · Office Expenses	-104.96
The UPS Store # 2556					
Check	02/16/2016	18323		210-1 · Office Expenses	-14.96
Total Screen Design & Embroidery					
Check	02/10/2016	18302		226-2 · EMS Personn...	-989.10
US Bank Trust-SpA Lockbox CM9695					
Check	02/01/2016	18279	BIGFORK FD 2393-01	-SPLIT-	-50,000.00
Valley Ford, Inc.					
Check	02/16/2016	18315		360-2 · Ambulance Eq...	-307.52
Verizon Wireless					
Check	02/02/2016	18293	872357702-00001	345-1 · Telephone & ...	-80.02
WEX					
Check	02/10/2016	18304	0496-00-179508-7	-SPLIT-	-668.17
Woods Bay Water					
Check	02/02/2016	18292		340-1 · Utilities	-48.75

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patten

MAR 02 2016

Approved By _____
Chief [Signature] Date 2/29/16
Trustee [Signature] Date 3/1/16

March 2nd 2016

Chiefs report for Bigfork Fire Trustee Board meeting.

1. EMS /FIRE CALLS
2. Report on the Ice Rescue class we had 2/19/16 2/ 20/ 16 Brian Carter taught 5 of our members
3. Equipment issues. One of the cots has bent extension. Checking on options. Charger on 332 not working ordered new one. And Bullard Thermal Imaging Camera on 332 not working. We are sending it in to find out the problem and cost to repair.
4. DOUG SMITH open house for his retirement tentatively on May 21st 2016
5. Membership meetings moved to every other month March, May, July, September and November. \$16,221.37 in member ship as of 2/ 3/16

Mick Borges Interim Chief

BIGFORK FIRE DEPARTMENT

Originated by Mick Borges

MAR 02 2016

Approved By
Chief Mick Date 2/29/16
Trustee JP Date 3/1/16

11:22 AM
02/29/16
Cash Basis

Bigfork Fire District
Balance Sheet *not reconciled*
As of February 29, 2016

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
101000 · CASH ALL FUNDS	
1010012 · FUND#7254-Apparatus Fund-County	30,000.36
1010001 · GENERAL FUND	
1010011 · General-Glacier Bank - County	480,449.89
Total 1010001 · GENERAL FUND	480,449.89
1020000 · RESTRICTED CASH	
1020003 · Ralph Barton Trust Fund-Flathead	31,601.69
Total 1020000 · RESTRICTED CASH	31,601.69
Total 101000 · CASH ALL FUNDS	542,051.94
Total Checking/Savings	542,051.94
Total Current Assets	542,051.94
TOTAL ASSETS	542,051.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206130 · ACCRUED PAYROLL PAYABLE	
2061311 · Payroll-SWHMT	1,103.00
2061321 · Payroll - UI	67.48
Total 206130 · ACCRUED PAYROLL PAYABLE	1,170.48
Total Other Current Liabilities	1,170.48
Total Current Liabilities	1,170.48
Total Liabilities	1,170.48
Equity	
270000 · OPENING BAL	30,000.00
271000 · Retained Earnings	-1,470,641.55
1 · General fund	107,692.33
2 · Fire Dept Contribution Fund	11,938.14
3 · Ralph Barton Trust Fund	33,848.21
9500 · GFAAG ACCOUNT GROUP	
9501 · Restatement	10,198.99
9500 · GFAAG ACCOUNT GROUP - Other	1,879,303.88
Total 9500 · GFAAG ACCOUNT GROUP	1,889,502.87
Net Income	-61,458.54
Total Equity	540,881.46
TOTAL LIABILITIES & EQUITY	542,051.94

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patten

MAR 02 2016

Approved By
Chief [Signature] Date 2/29/16
Trustee [Signature] Date 3/1/16

11:20 AM
02/29/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual *not reconciled*
July 2015 through February 2016

	<u>Jul '15 - Fe...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
310001 · Flathead County Taxes	178,762.89	292,804.00	61.1%
310002 · Lake County Taxes	66,055.80	88,974.00	74.2%
310004 · EMS Levy Flathead County	17,726.00	25,000.00	70.9%
Total 31 · TAXES/ASSESSMENTS	263,794.69	409,278.00	64.5%
33 · INTERGOVERNMENTAL			
335230 · Entitlement	14,375.34	33,475.00	42.9%
335050 · State Ins. Yearly Refund	300.00	300.00	100.0%
337000 · Income - Local Grants	0.00	0.00	0.0%
Total 33 · INTERGOVERNMENTAL	14,675.34	33,775.00	43.5%
34 · CHARGES FOR SERVICES			
342056 · EMS Mutual Aid Income	150.00	0.00	100.0%
342055 · EMS Billing Income	217,964.70	225,000.00	96.9%
342054 · EMS Class Income	1,400.00	0.00	100.0%
342020 · FIRE PROTECTION			
342021 · Fire District Billing	2,110.00	5,000.00	42.2%
342022 · Contract Services-Wildfires	13,678.31		
Total 342020 · FIRE PROTECTION	15,788.31	5,000.00	315.8%
Total 34 · CHARGES FOR SERVICES	235,303.01	230,000.00	102.3%
36 · MISCELLANEOUS			
365015 · District Donations	5,000.00	3,500.00	142.9%
365010 · Reflective Sign Orders	215.00	0.00	100.0%
365008 · FOBF Donations	0.00	0.00	0.0%
362015 · Refunds	11,421.39	0.00	100.0%
362000 · Tshirt & Hat Sales	1,699.95	0.00	100.0%
362002 · Pop Machine	228.50	0.00	100.0%
362004 · Miscellaneous Income	1,259.68		
362006 · Reimbursements	125.00		
362007 · Other Income -General	0.00	500.00	0.0%
362012 · Savings Interest	0.04	0.00	100.0%
365000 · Membership Donations	5,865.00	6,500.00	90.2%
365001 · Memorial Donations	375.00	0.00	100.0%
36 · MISCELLANEOUS - Other	0.00		
Total 36 · MISCELLANEOUS	26,189.56	10,500.00	249.4%
37 · INVESTMENT & ROYALTY EARNINGS			
371009 · Insurance Claim Payment	0.00	0.00	0.0%
371002 · Insurance Dividends	0.00	300.00	0.0%
371003 · Interest Income	2,094.58	4,500.00	46.5%
371007 · Interest Income - Trust	71.98	0.00	100.0%
Total 37 · INVESTMENT & ROYALTY EARNINGS	2,166.56	4,800.00	45.1%
Total Income	542,129.16	688,353.00	78.8%
Expense			
420000 · PUBLIC SAFETY			

Bigfork Fire District
Profit & Loss Budget vs. Actual * not reconciled*
July 2015 through February 2016

	<u>Jul '15 - Fe...</u>	<u>Budget</u>	<u>% of Budget</u>
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
300-2 · PURCHASED SERVICES			
390-3 · Mutual Aid Ambulance Service	450.00	600.00	75.0%
390-2 · Billing Service Refunds	3,157.20	6,000.00	52.6%
390-1 · Billing Service Fees	18,243.38	18,400.00	99.1%
360-2 · Ambulance Equipment Maintenance	23,208.35	25,000.00	92.8%
Total 300-2 · PURCHASED SERVICES	<u>45,058.93</u>	<u>50,000.00</u>	<u>90.1%</u>
200-2 · SUPPLIES			
220-2 · Medical Supplies	13,755.60	18,000.00	76.4%
231-2 · Fuel for Ambulance	5,092.30	11,000.00	46.3%
226-2 · EMS Personnel Supplies PPE	1,468.32	3,000.00	48.9%
Total 200-2 · SUPPLIES	<u>20,316.22</u>	<u>32,000.00</u>	<u>63.5%</u>
Total 420710 · ADMINISTRATION	<u>65,375.15</u>	<u>82,000.00</u>	<u>79.7%</u>
Total 420700 · EMERGENCY SERVICES	<u>65,375.15</u>	<u>82,000.00</u>	<u>79.7%</u>
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-1 · Salary & Wage Expenses	206,206.75	323,000.00	63.8%
130-4 · Retirement - Employer	3,068.14	12,000.00	25.6%
140-1 · Medical Insurance-Employer	19,155.95	46,200.00	41.5%
140-2 · Unemployment expense	925.59	2,000.00	46.3%
140-3 · Workmans Comp-State Fund	17,011.27	25,000.00	68.0%
140-4 · Comp FICA-MED & SS	15,790.33	23,000.00	68.7%
Total 100 · PERSONNEL SERVICES	<u>262,158.03</u>	<u>431,200.00</u>	<u>60.8%</u>
200-1 · SUPPLIES			
224-1 · Rehabilitation Expense	491.15	750.00	65.5%
220-1 · Operating Station Supplies	3,533.30	8,000.00	44.2%
210-1 · Office Expenses	6,197.57	13,000.00	47.7%
216-1 · Donations/Gifts	0.00	100.00	0.0%
223-1 · Membership Expenses	5,384.83	6,500.00	82.8%
226-1 · FIRE Personnel Supplies PPE	3,015.22	10,500.00	28.7%
231-1 · Fuel for Apparatus	5,353.00	8,500.00	63.0%
Total 200-1 · SUPPLIES	<u>23,975.07</u>	<u>47,350.00</u>	<u>50.6%</u>
300-1 · PURCHASED SERVICES			
340-2 · Propane	1,054.21	3,500.00	30.1%
331-1 · Real Estate/Landfill Taxes	264.01	100.00	264.0%
360-1 · Fire Equipment Maintenance	16,079.48	25,000.00	64.3%
310-1 · Radio Services	447.77	6,000.00	7.5%
335-1 · Merchant Bank Fees	660.92	1,500.00	44.1%
340-1 · Utilities	8,634.24	13,000.00	66.4%
345-1 · Telephone & DSL	3,042.20	6,000.00	50.7%
351-1 · Health & Wellness	2,900.17	9,000.00	32.2%
352-1 · Legal Services	0.00	0.00	0.0%
353-1 · Accounting & Auditing	1,170.00	10,000.00	11.7%
357-1 · Background Checks	590.15	1,000.00	59.0%

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02/29/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual * not reconciled *
July 2015 through February 2016

	Jul '15 - Fe...	Budget	% of Budget
Total 300-1 · PURCHASED SERVICES	34,843.15	75,100.00	46.4%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	0.00	19,535.00	0.0%
Total 500 · FIXED CHARGES	0.00	19,535.00	0.0%
900-1 · CAPITAL OUTLAY			
940-3 · CIP-Apparatus Fund #7254	30,000.00	30,000.00	100.0%
940-2 · New Ambulance	154.00	0.00	100.0%
920-2 · Building Improvements	68,294.80	87,500.00	78.1%
940-1 · Machinery & Equipment	0.00	42,500.00	0.0%
Total 900-1 · CAPITAL OUTLAY	98,448.80	160,000.00	61.5%
Total 420410 · ADMINISTRATION	419,425.05	733,185.00	57.2%
Total 420400 · FIRE PROTECTION & CONTROL	419,425.05	733,185.00	57.2%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,797.56	7,000.00	25.7%
Total 420430 · PERSONNEL TRAINING	1,797.56	7,000.00	25.7%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	1,924.69	3,500.00	55.0%
110-2 · Salary & Wages	0.00		
Total 420440 · FIRE PREVENTION	1,924.69	3,500.00	55.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend			
105-1 · Pay Per Call/On Call Stipend	15,065.25	15,000.00	100.4%
Total 100-1 · Volunteer Stipend	15,065.25	15,000.00	100.4%
205-1 · Recruiting	0.00	500.00	0.0%
Total 420460 · FIRE SUPPRESSION	15,065.25	15,500.00	97.2%
Total 420000 · PUBLIC SAFETY	503,587.70	841,185.00	59.9%
420490 · DEBT SERVICE			
600 · DEBT SERVICE			
620-2 · Interest of LTD-342 Loan	3,018.85	3,212.61	94.0%
610-2 · Principal of LTD-342 Loan	96,981.15	96,787.39	100.2%
Total 600 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total 420490 · DEBT SERVICE	100,000.00	100,000.00	100.0%
Total Expense	603,587.70	941,185.00	64.1%
Net Ordinary Income	-61,458.54	-252,832.00	24.3%
Other Income/Expense			
Other Income			
38 · OTHER FINANCING SOURCES			
381072 · Proceeds sale of capital asset	0.00	0.00	0.0%

11:20 AM
02/29/16
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual *not reconciled*
July 2015 through February 2016

	<u>Jul '15 - Fe...</u>	<u>Budget</u>	<u>% of Budget</u>
Total 38 · OTHER FINANCING SOURCES	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	<u>-61,458.54</u>	<u>-252,832.00</u>	<u>24.3%</u>

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAR 02 2016

Approved By
Chief Muel Date 2/29/16
Trustee JRP Date 3/1/16

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14
Revised 02.23.16

PURPOSE

To assure propriety, accountability, and security regarding Bigfork Fire District financial matters and procedures, and to define and assign roles and responsibility.

The finances of the Bigfork Fire District are entrusted to the District Board of Trustees for wise expenditure and prudent use towards the purposes and objectives of Bigfork Fire District. The following procedures are hereby adopted to carry out this policy:

1. Each district check shall have two authorization signatures; one by the financial secretary (or the chief or his/her designee if unavailable) a Bigfork Fire District trustee and one by the Bigfork Trustee Chairman (or another designated trustee member in his/her absence).
2. The Chief or Assistant chief must approve all received bills and invoices by signing them as being "approved for payment". Generally an "Approved for Payment" stamp with a legible authorization signature shall be used. Supplies and items received shall be checked for contents matching the packing slip or invoice listing and verified by the receiving person's signature on the packing slip or invoice.
3. The Chief and his/her staff shall be responsible for carrying out and implementing an approved budget within the following guidelines and limitations imposed by the board of trustees:
 - a) Expenditures up to \$5,000 to implement an approved budget line item are hereby authorized and may be paid upon receipt subject to authorization as specified above. Purchase locally when possible at the best price for the Fire District.
 - b) All purchases must be authorized by a Purchase Order (see Appendix A).
 - c) Any expenditure over \$5,000 \$1,000 must have specific pre approval by the board of trustees at a board meeting.
 - d) At least two competitive written bids must be solicited and obtained for any purchased item or contracted work of over \$1,000 value unless otherwise authorized by the board.
 - e) Private donations under \$1001.00 to Bigfork Fire Dept shall be made available for purposes as best determined by the general membership and shall be accounted for separately from tax revenue and other district funds. Private donations over \$1001.00 shall be used for general operations budgets unless earmarked by the donor for a specific purpose.
 - f) Yearly budgets shall be developed as specified by the county budgetary procedures and requirements and shall be approved at a

District Financial Procedures

Bigfork Fire Department

Admin: 123.00

Adopted: 04.01.08 Revised: 07.21.10 Revised: 06.26.14
Revised 02.23.16

regular open Board of Trustee meeting.

4. District property having a valuation of over \$5000.00 shall be added to the listing of Fire District Inventory.
5. Bigfork Fire District will use a purchase order system. The Fire Chief or his/her designee will be responsible for issuing POs. All purchases must be completed on a purchase order form. This form must accompany all receipts for payment. PO numbers will be issued in a numerical sequence provided on the form. A PO form can be obtained from the Fire Chief, Assistant Fire Chief, or Office Manager.
6. Station supply requisition forms must be completed and turned into the district office. The Fire Chief or his/her designee will approve and order supplies.
7. Department members will be reimbursed for travel expenses while traveling outside the district and engaged in fire/ems training. Members will be reimbursed according to GSA rate. All training expenses must be reported on the established training expense form (Appendix – C) and approved by the Training Officer or Fire Chief. In the event that the member does not attend or complete training, he/she will reimburse Bigfork Fire District for tuition and costs paid.

BIGFORK FIRE DEPARTMENT

Originated by Jeremy Patton

MAR 02 2016

Approved By
Chief [Signature] Date 2/29/16
Trustee [Signature] Date 3/1/16

Approved By: Wayne Loeffler
Bigfork Fire - Chief

04/01/08
Date

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

Position Description: Bigfork Fire District Chief

Salary: Exempt

Salary Range:

Retirement:

I. POSITION SUMMARY

The Fire Chief shall provide leadership and direction to the volunteer members and career staff in achieving successful operations of the organization. He/She shall assist the Board of Trustees in setting of District Goals and shall exercise command over all functions of the Fire District.

II. GENERAL STATEMENT OF DUTIES

The Fire Chief is responsible to the board of Trustees and shall administer all business functions of the Fire District. He/She shall be the administrator of all personnel, district equipment, facilities, and the preparation, implementation and day-to-day management of the annual budget.

Through personal involvement and the utilization of staff, the Fire Chief shall oversee the following: District Fire and EMS management, productivity, accurate records keeping, planning, budgeting, communications, risk analysis, fire prevention, fire investigation, all emergency incidents, public relations, maintenance and repair of equipment and facilities, training of all personnel, membership recruitment and retention, operational guidelines and water supply sources and systems. The Fire Chief works a traditional 40 hour work week, Monday through Friday. The Fire Chief is expected to be reasonably available for emergency incident as needed during evening and weekends, although there should always be a subordinate officer on duty. This is a salaried position, no overtime pay is authorized.

III. SUPERVISION RECEIVED

The Fire Chief works under the general supervision of the Fire District Board of Trustees who reviews work for conformity with District policy that includes the SOG's and Employee Handbook.

IV. SUPERVISION EXERCISED

The Fire Chief is the Chief Executive Officer of the Fire District and responsible for the supervision of all volunteer and career personnel directly or through subordinate supervisors.

Fire Chief Duties

Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

V. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Chief will serve as the Chief Officer of the Bigfork Fire District. The Fire Chief will maintain a positive, productive relationship within the Bigfork Fire District, its Board of Trustees and the community. The Fire Chief will foster productive relationships with cooperating agencies. The Fire Chief will maintain harmony, discipline, professional conduct and teamwork within the Fire District. The Fire Chief will resolve conflicts; assist subordinates in performing duties; and address errors and complaints in a timely manner. Any reported cases of personnel misconduct shall be reported to the Chairman of the Board of Trustees by the Fire Chief within one business day of Fire Chief receiving report.

Priorities include the following:

- Increasing the ranks of the membership
- Enhancing and maintaining positive relationships between all members
- Create a framework of collaborative decision making processes
- Assume command at major emergency incidents or as other times may dictate, and directs personnel and equipment in accordance with established guidelines
- Establish and maintain good public relations utilizing effective communication skills and programs
- Manage current District policies and recommends new and amended policies to the Board of Trustees for review and/or adoption
- Make every reasonable effort to insure all documentation presented to the Board of Trustees for consideration is accurate and factual. Documentation shall contain all pertinent information including the creator and originator of the document
- Plan, direct, supervise and manage all of the daily operations in a manner that will achieve the recognized service levels of the district
- Act as the District Budget Officer. Prepares the budget for adoption and monitor expenditures ensuring that expenses stay within the budgetary guidelines, provides information and recommends to the Board of Trustees on all capital expenditures
- Takes a lead role in the development and implementation of all SOG's, Employee Handbook and the establishment of district performances and evaluation standards

Fire Chief Duties

**Bigfork Fire Department
An Equal Opportunity Employer**

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

- Exercise full supervision over all district personnel; including hiring, evaluating, recruitment, training, disciplining and termination
- Keep the Board of Trustees informed on district operations and provide answers to specific questions using proper communication techniques, reports and statistics
- In conjunction with the Board of Trustees, develop district goals and objectives. Analyze all aspects of Fire District services in relation to community needs
- Ensure that all District vehicles, equipment and facilities are maintained in an operational readiness condition sufficient to meet service level requirements
- Oversee all investigation as to the cause, origin and circumstances surrounding all fires
- Participate regularly in Fire District training sessions and activities
- Implement and enforce appropriate safety/driving practices and policies. Thoroughly investigate each injury and accident involving fire department personnel and equipment
- Perform other related special duties and functions as the Board of Trustees may require or direct
- The Fire Chief will aggressively seek out grants, prepare grant applications and administer grant funds
- Assumes command at major emergency incidents or as other times may dictate, and directs personnel and equipment in accordance with established guidelines.
- Establishes and maintains good public relations utilizing effective communications skills and programs.
- Manages current District policies and recommends new and amended policies to the Board of Trustees for review and/or adoption.
- Makes every reasonable effort to insure all documentation presented to the Board of Trustees for consideration shall be accurate and factual. Documentation shall contain all pertinent information including the creator and originator of the document
- Plans, directs, supervises and manages all of the daily operations in a manner that will achieve the recognized service levels of the district.
- Acts as the District Budget Officer. Prepares the budget for adoption and monitors expenditures ensuring that expenses stay within the budgetary guidelines, provides information and recommendations to the Board of Trustees on all capital expenditures.

Fire Chief Duties

**Bigfork Fire Department
An Equal Opportunity Employer**

Per: 253.00

Adopted 04.01.08 Revised 07.21.10

- Directs the development and implementation of all Standard Operating Guidelines and the establishment of district performances and evaluation standards
- Exercises full supervision over all district personnel; including hiring, evaluating, recruitment, training, disciplining and termination
- Keeps the Board of Trustees informed on district operations and provides answers to specific questions using proper communication techniques, reports and statistics
- In conjunction with the Board of Trustees, develop district goals and objectives. Analyze all aspects of Fire District services in relation to community needs
- Ensures that all District vehicles, equipment and facilities are maintained in an operational readiness condition sufficient to meet service level requirements
- Oversees all investigation as to the cause, origin and circumstances surrounding all fire
- Participates regularly in Fire District training sessions and activities
- Implement and enforce appropriate safety/driving practices and policies. Thoroughly investigate each injury and accident involving fire department personnel and equipment
- Performs other related special duties and functions as the Board of Trustees may require or direct
- The Fire Chief will aggressively seek out grants, prepare grant applications, and administer grant funds

PERIPHERAL DUTIES

1. May represent the district by participation in local service organizations.
2. Participates as district representative in local, county, state and other meetings.

VI. QUALIFICATIONS

Education and Experience:

This position requires extensive experience in fire services, to include responsible management, supervisory, and administrative experience in an organization of similar size. A Bachelor's degree with major coursework in fire science, public or business administration, or a related field is preferred, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position as determined by the Board of Trustees.

Primary Qualifications Desired but not specifically limited to:

- Administrative experience
- Minimum of EMT
- IFSAC Firefighter I, Fire Officer I or equivalent experience
- Must be able to obtain a Class B Type 2 Montana CDL with Air Brake & Tanker endorsement within 6 months of hire
- Experience in interagency coordination with public safety agencies to include wildland-urban interface firefighting
- NWCG wildland qualification of Strike Team Leader
- The candidate shall have experience in fire company supervision and leadership typified by five years' experience as a fire officer with minimum of 10 years overall fire service experience
- Candidate must have experience in working within fire protection agencies utilizing a combination of volunteer and career staffing
- Candidate must possess valid driver's license from the State of Montana at the time of hire or if out of state within two (2) months of hire for non-commercial license
- Candidate has no felony or disqualifying convictions
- Candidate must live within 12 minutes, non-code, normal weather drive time

- Working knowledge of public finance budgeting, practices and principles

VIII. SECONDARY QUALIFICATIONS

1. Working knowledge or demonstrated ability to interpret fire district policies, rules and regulations, standard operating guidelines and directives.
2. Have knowledge of the geography of the area of the District.
5. Working knowledge of EMS State of Montana Law and Administrative Rules (ARM) for certification and training requirements, ambulance services and licensing requirements, operations and management.

VII. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of (Modern) Montana State fire suppression, fire and EMS training and emergency medical services principles, procedures, techniques and equipment.
2. Considerable knowledge of applicable laws, ordinances, District rules and regulations, personnel management and principles of public administration.
3. Considerable knowledge of modern human resource, supervisory practices, the ability to direct the efficiency and effectiveness of the District toward meeting the growth and changing needs of the community.
4. Skill in the operation of EMS/firefighting tools, radios, pagers, apparatus and equipment. Must be able to safely direct workers and equipment during normal and emergency operations.
5. Ability to analyze difficult situations and adopt effective courses of action.
6. Ability to inspect and determine or assist in determination of fire cause, origin and investigation.

7. Ability to train, motivate, supervise, evaluate and counsel subordinate personnel. Must be able to maintain productive discipline and morale within the District.
8. Ability to perform emergency scene work that requires good physical condition.
9. Ability to supervise the activities of EMS/firefighting personnel, to effectively command, maintain discipline and command.
10. Ability to develop and maintain good relationships with other delegated officials and the general public. Work with public employees, officials and the media in a courteous and cooperative manner.
11. Ability to maintain composure, think clearly and give clear, concise orders and direction under emergency conditions as well as in daily operations. Ability to analyze difficult situations and adopt an effective course of action.
12. Ability to implement and formulate written and oral instructions, plan, memoranda and order utilizing, but not limited to, verbal explanation and computer input by utilization of basic office equipment. Prepare technical and administrative reports, proposals and other related documents or presentations utilizing modern computer hardware and software programs present them in a meaningful way that portrays an accurate direction of the District.
13. Ability to be an effective listener and communicate effectively orally and writing.
14. Ability to establish and maintain effective working relationships with Volunteer and career subordinates, the Board of Trustees, Fire and EMS professionals and the public.
15. Skills in the use of the tools and equipment below.

X. TOOLS AND EQUIPMENT USED IN PERFORMING DUTIES AS CHIEF

Emergency medical units and equipment, fire apparatus, fire pumps, hoses, other firefighting equipment, ladders, radios, pagers, personal computers, and phones.

XI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and stand; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

XII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and human body fluids.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet in office settings and loud at emergency scenes.

SELECTION GUIDELINES

A formal Bigfork Fire District Application with a resume' attached is required. Rating of education, experience and written response to questions, oral interview, background investigation and job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

All applicants not meeting the minimum qualifications described above may seek to have their application considered if, at time of application they explain in writing, how their unique combination of experience and qualifications compensate for not meeting the minimum qualifications as stated above. It will be in the sole discretion of the hiring committee to decide whether such applicants will be considered.

The job description does not constitute an employment agreement between the employer and the employee. It may be subject to change by the employer as the needs of the employer or the requirements change.

Bigfork Fire District does not discriminate on the basis of disability in its hiring or employment practices.

Selection or promotion to the Chief position involves a review of education and experience; appropriate testing and interviews and may include a background check, physical agility performance testing, and/or drug screening. Generally the Chief position will be filled upon the review and recommendation of the selection committee with final selection approval by the Board of Trustees. A member appointed to this position will complete a six month probationary period.

NOTE: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Fire Chief Duties
Bigfork Fire Department
An Equal Opportunity Employer

Per: 253.00
Adopted 04.01.08 Revised 07.21.10

Approved By: Leland Leiva
Chairman – Bigfork Fire District Trustees

04/01/08
Date

BIGFORK FIRE DEPARTMENT
Originated by Tracey Gembala
FEB 13 2016
Approved By [Signature] Date 1/1/16
Chief [Signature] Date 2/16/16
Trustee [Signature]

BIGFORK FIRE DEPARTMENT
Originated by Tracey Gembala
DEC 02 2015
Approved By [Signature]
Chief Michael [Signature] Date 11/30/15
Trustee [Signature] Date 11/15/16

BIGFORK FIRE DEPARTMENT
Originated by Tracey Gembala
MAR 02 2016

Approved By
Chief Michael [Signature] Date 2/29/16
Trustee _____ Date _____

Montana Code Annotated 2015

[Previous Section](#)[MCA Contents](#)[Part Contents](#)[Search](#)[Help](#)[Next Section](#)

7-33-2001. Fire chief — powers and duties. (1) A fire chief of a governmental fire agency organized under this chapter must be considered the highest ranking officer in the agency and is responsible for the operation of the agency, including but not limited to:

- (a) development and implementation of agency programs and procedures;
- (b) performance of agency personnel;
- (c) preventing outbreak of fires;
- (d) minimizing danger to persons and damage to property caused by fires; and
- (e) providing and managing emergency services that are established by the agency and that are consistent with national standards. These services may include but are not limited to:

- (i) fire suppression;
- (ii) medical aid;
- (iii) hazardous materials response;
- (iv) ambulance service; and
- (v) extrication from vehicles.

(2) In development of agency regulations, programs, and procedures, the fire chief is subject to applicable laws and ordinances.

(3) The fire chief serves under the direction of the trustees, if trustees have been designated to manage the fire agency under the provisions of this chapter. If the governing body retains management, then the fire chief serves under the direction of the governing body.

(4) The fire chief shall develop organizational and operational procedures and shall implement those procedures by issuing written administrative regulations and operational guidelines.

(5) In the event of a fire or other emergency involving the protection of life or property, the fire chief has the authority to direct any operation necessary to extinguish or control the fire or perform a rescue in coordination with other authorities having jurisdiction.

(6) The fire chief may investigate suspected or reported fires, gas leaks, or other hazardous conditions and may take any action necessary to protect public health and safety and protect property or mitigate damage to property in the exercise of the chief's duties.

(7) In the exercise of the authority provided in subsections (5) and (6), the fire chief may:

- (a) enter any property;
- (b) prohibit any person, vehicle, or thing from approaching the scene;
- (c) remove or cause to be removed from the scene of the fire or other emergency any person, vehicle, or thing that the chief determines may interfere with the operations of the agency.

(8) (a) Subject to 50-3-102(1)(c), the fire chief may investigate the cause, origin, and circumstances of every fire that occurs in the chief's jurisdiction that involves the loss of life, injury to a person, destruction of property, or damage to property.

(b) Subject to 50-3-102(1)(c), as part of the investigation, the fire chief may take immediate charge of all physical evidence relating to the cause of the fire and may pursue the investigation to its conclusion.

(c) The fire chief may investigate the cause, origin, and circumstances of unauthorized releases of hazardous materials.

(9) (a) The fire chief may establish and maintain a program applicable to every community in the chief's jurisdiction that provides for:

- (i) regular examination of fire hazards; and
- (ii) regular inspection of commercial property, after the property has been approved for occupancy by

a certified city, county, or town building code jurisdiction or the department of labor and industry's bureau of building and measurement standards, with particular emphasis on occupancies identified as high risk to life and property.

(b) The fire chief may establish a formal fire inspection program as authorized by the department of justice under 50-61-102.

(10) The fire chief shall report all fires to the department of justice and shall use the national fire incident reporting system or other reporting method approved by the department of justice's fire prevention and investigation section.

(11) The fire chief is responsible for establishing and maintaining a training program for the agency and may use existing federal, regional, state, and local training resources. The agency's program must include training in all areas of emergency response in which the agency provides services.

(12) For the purposes of this section, "governmental fire agency" does not include municipal fire departments.

History: En. Sec. 1, Ch. 167, L. 2007; amd. Sec. 1, Ch. 171, L. 2009.

Provided by Montana Legislative Services

BIGFORK FIRE DEPARTMENT
 Originated by Tracy Gembala
FEB 03 2016
 Approved By [Signature] Date 2/1/16
 Chief [Signature]
 Trustee [Signature] Date 2/1/16

BIGFORK FIRE DEPARTMENT
 Originated by Tracy Gembala
DEC 02 2015
 Approved By [Signature] Date 1/15/16
 Chief [Signature]
 Trustee [Signature]

BIGFORK FIRE DEPARTMENT
 Originated by Tracy Gembala
MAR 02 2016

Approved By
 Chief [Signature] Date 2/29/16
 Trustee [Signature] Date 3/1/16

Purpose

The main purpose of this policy is to ensure the safety of Bigfork Fire District personnel, and the public from persons who are abusing alcohol, drugs or other substances while working or responding for the Bigfork Fire District. This guideline covers all Bigfork Fire and Fire District personnel (hereinafter district employee), including administrative staff, volunteers and paid staff.

General

Working for the District, and/or responding to and/or participating in any incident under the influence of alcohol or drugs, or any substance that impairs mental or physical capacity, will not be tolerated.

The unauthorized use, sale, purchase, or possession of alcohol or controlled substances at any of the District's Fire Halls is prohibited, and shall be grounds for discipline up to and including dismissal. When there are reasonable grounds to believe that a district employee is under the influence of alcohol or drugs, the Chief or Acting Chief may direct the employee to submit to a drug screening and/or blood alcohol test. Refusal to submit to such test will subject the district employee to disciplinary action up to and including dismissal. Any district employee using medication or prescribed drugs, which may impair job performance, shall report the use to either the Chief or Acting Chief. "Under the influence" shall mean zero tolerance in relation to drugs and ".02%" relative to alcohol. No level of drugs shall be tolerated except where drugs have been prescribed by a physician and the Chief or Acting Chief has been notified of such prescription. Any district employee having a reasonable basis to believe that another district employee is illegally using, or that is in the possession of, alcohol or drugs, shall immediately report the facts and circumstances to the Chief or Acting Chief.

Supervisor or Command Responsibility

If the Chief, Acting Chief, or an incident IC has reasonable grounds to believe that a district employee is under the influence of alcohol or drugs when reporting to an incident, he/she has the obligation to verify the condition and relieve the district employee of his/her duties. The Chief or Acting Chief must be notified of the situation and must respond to the scene for a review of the matter.

The possibility of liability to the District, to the Bigfork Fire organization, and to anyone in command of an incident exists if an employee who is under the influence of alcohol or drugs is allowed to remain and be involved with the incident. The possibility of liability also exists if the employee is allowed to operate or drive vehicles or equipment at the incident scene, or to drive a private vehicle to or from the incident site. A district employee who is believed to be under the influence of alcohol or drugs must not be allowed to operate or drive a vehicle, including a private vehicle, until the condition of the employee has been determined.

Substance Abuse

Bigfork Fire Department

Per: 261.00

Adopted: 04.01.08

Observation

If anyone in a command position or any co-responder observes a district employee who seems to be under the influence of alcohol or drugs, he/she should, if practical, seek the opinion of at least one additional responder; preferably a lieutenant or higher in rank and preferably a medically qualified employee. Reasonable grounds should exist before requesting the district employee to take a drug screening and/or blood alcohol test.

Reasonable grounds would include a combination of various factors such as

- Slurred speech,
- Red eyes,
- Dilated pupils,
- Incoherence,
- Unsteadiness on feet,
- Smell of alcohol or marijuana,
- Inability to carry on a rational conversation,
- Increasing carelessness,
- Erratic behavior,
- Inability to perform the job,
- and/or other unexplained behavioral changes.

No one factor is more important than another. Rather, it is the evaluation of all factors present, all information available. Each case should be determined on its own individual merits since reasonable suspicion testing is the determination of individualized reasonable suspicion. The IC and /or Chief or Acting Chief shall document these observations in writing. A copy of the document will be provided to the employee upon request.

Drug Testing Procedures

To ensure the integrity of department drug testing, all district personnel involved in administering drug tests shall adhere to the testing procedures and safeguards provided herein.

1. Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before entry into the testing area.
2. Testing personnel shall conduct a pre-test interview with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs or alcohol, or any indirect exposure to drugs that may result in a false positive test result.
3. If a bathroom area is required for the testing, it shall be private and secure.
4. District employees shall have the right to request their urine or blood sample be split and stored in the event of legal disputes.
5. Specimen samples shall be sealed, labeled and checked against the identity of the employee to ensure the results match the tested specimen.
6. All records pertaining to "District Required Drug Tests", shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought.

Test Results

District personnel who test positive or refuse the test or release of information shall be considered unfit for any activity at an incident and will be prohibited from participating in any calls or incidents immediately.

The district employee will not be allowed to drive to the hospital or home. If the district employee submits to the test and signs the release of information, he/she will not be allowed to respond to incidents until the status of the tests and the circumstances surrounding the suspicion of impairment are determined.

BIGFORK FIRE DEPARTMENT
Drug and Alcohol Testing Policy
Montana Workforce Drug & Alcohol Testing Act
MCA §§ 39-2-205 through 211

BIGFORK FIRE DEPARTMENT hereby adopts the following Drug and Alcohol Testing Policy ("Policy") effective **January 1, 2015**. This Policy is intended to apply to all BIGFORK FIRE DEPARTMENT employees, volunteers and management that fall within the guidelines of the Montana Workforce Drug and Alcohol Testing Act, and also volunteers in positions affecting public safety. For purposes of this policy, these groups will be referred to as "staff". These positions are listed on page 5 of this Policy.

1. **Definitions.** The following definitions apply to this Policy:

- a. "Adulterated specimen" is one that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- b. "Alcohol" means an intoxicating agent in alcoholic beverages, ethyl alcohol, also called ethanol, or the hydrated oxide of ethyl.
- c. "Alcohol concentration" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath, as indicated by an evidential breath test.
- d. "Applicable Employee" shall have the meaning set forth in Section 7 of this Policy.
- e. "Confirmation test" for alcohol is a second test following a screening test that provides an exact measure of alcohol concentration. For controlled substances testing, a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.
- f. "Controlled substance" means a dangerous drug, as defined in 49 CFR, part 40, except a drug used pursuant to a valid prescription or as authorized by law, and shall, for all purposes of this Policy, include the drug commonly referred to as marijuana, regardless of whether the staff has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- g. "Dilute specimen" is a specimen with creatinine and specific gravity values that are lower than expected, but are still within the physiologically producible ranges of human urine.

- h. "Medical Marijuana" shall mean marijuana, when use is pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- i. "Medical review officer" (MRO) means a licensed physician trained in the field of substance abuse.
- j. "Primary specimen" in drug testing is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the staff has a drug or drug metabolite in his or her system.
- k. "Rehabilitation program" is the program established by the Substance Abuse Professional for the staff who violates this Policy or voluntarily seeks treatment for drug and/or alcohol related issues, including recommendations concerning education, treatment, follow-up testing, and aftercare.
- l. "Safety-sensitive function" is any on-duty work task, activity, or duty that has potential of causing significant physical or mental injury to people or damage to property. The focus is on function rather than job description. A person's job may require several different functions, some of which are not safety-sensitive.
- m. "Sample" means a urine specimen, a breath test, or oral fluid obtained in a minimally invasive manner and determined to meet the reliability and accuracy criteria accepted by laboratories for the performance of drug testing that is used to determine the presence of a controlled substance or alcohol.
- n. "Screening test" (a.k.a. "initial test") in alcohol testing is an analytical procedure to determine whether staff may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, a screen to eliminate negative urine specimens from further consideration.
- o. "Split specimen" in drug testing is the part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the staff requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- p. "Substance Abuse Professional" (SAP) is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. The SAP evaluates staff who have violated drug and alcohol regulations, or voluntarily enrolled in drug and alcohol treatment, and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
- q. "Substituted specimen" is a specimen that has been submitted in place of the donor's urine, as evidenced by creatinine and specific gravity values that are outside the physiologically producible ranges of human urine.

2. Policy Coordinator. The Policy Coordinator(s) is **Robert (Mick) Borges**. Staff will be advised if a successor Policy Coordinator is designated.

3. Standard of Conduct. The following standards of conduct shall apply to all staff:

- a. Staff are prohibited from working while impaired by the use of legal or illegal drugs.
- b. The sale, possession, transfer, use or purchase of dangerous drugs on BIGFORK FIRE DEPARTMENT property or while performing BIGFORK FIRE DEPARTMENT business is strictly prohibited. Absent the mitigating circumstances set forth below, staff testing positive for the presence of controlled substances, including Medical Marijuana, shall be deemed to be in violation of this standard of conduct, regardless of whether the use of such controlled substances occurred while at work or during non-work hours.
- c. The use by staff of alcohol while working, while on BIGFORK FIRE DEPARTMENT premises, or while using a BIGFORK FIRE DEPARTMENT vehicle or equipment, is prohibited.

4. Policy on Rehabilitation.

- a. Any staff who feels that he or she has an addiction or dependence on drugs or alcohol is encouraged to seek assistance. Requests for information concerning such assistance will be confidential. The cost of rehabilitation will be at the staff's expense. However, staff seeking assistance for drug or alcohol dependency who has health insurance coverage should review his/her benefit booklet as he/she may be afforded coverage.
- b. BIGFORK FIRE DEPARTMENT will grant rehabilitation leave for up to 30 days to staff seeking treatment for an addiction or dependence on drugs or alcohol on a voluntary basis. A request for rehabilitation leave must be enacted prior to any drug or alcohol test given, which may render the staff positive, and prior to the staff's notice of the requirement for testing. To request leave, staff must contact the Policy Coordinator.
- c. Leave will be suspended for any staff who leaves a treatment program prior to proper discharge.
- d. BIGFORK FIRE DEPARTMENT must receive written notification from a Substance Abuse Professional (see definition above) that the staff has successfully completed the rehabilitation program and passed (negative result) a drug and/or alcohol test in order to return to work. The staff will be subject to unannounced tests for twelve months following release from rehabilitation.

5. Sanctions for Violating Standards of Conduct or Testing Positive for Controlled Substances or

Alcohol. Subject to the provisions of subsection f., below, the following sanctions shall apply to staff violating the standards of conduct or for testing positive for controlled substances or alcohol. Note, while all staff are subject to the Standards of Conduct, only applicable staff, as such term is defined below, are subject to the drug and alcohol testing provisions of this Policy. References to staff(s) or applicable staff(s) shall apply to prospective staff except where the context clearly indicates to the contrary.

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- a. Staff who violate the standards of conduct set forth above are subject to discipline up to and including immediate dismissal.
- b. Staff who test positive for controlled substances or alcohol will be subject to termination.
- c. Prospective staff who test positive for controlled substances or alcohol will not be considered for hire for a minimum of 12 months after a positive test.
- d. Former staff who tested positive for controlled substances or alcohol will not be considered for rehire for a minimum of 12 months after a positive test.
- e. BIGFORK FIRE DEPARTMENT will take no negative sanctions if the staff presents a reasonable explanation or medical opinion indicating the positive test results were not caused by illegal use of controlled substances or by alcohol consumption. This explanation must be given to the Medical Review Officer (MRO) and confirmed as a reasonable explanation resulting in the rendering of the test negative. The MRO may not, however, downgrade a positive test to negative based on the fact that the staff has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- f. Refusal by staff to submit to testing will be deemed a positive test and therefore subject the staff to discipline or rehabilitation as set forth herein; provided, however, that a prospective staff who is deemed to have failed to take a drug or alcohol test will not be deemed to have a positive test, but will not be eligible for hire. Staff has refused to take a drug or alcohol test if he/she:
 1. Fails to appear for any test within a reasonable time after being directed to do so by the employer.
 2. Fails to remain at the collection site until the collection process is completed.
 3. Fails to provide a urine specimen for any drug test or breath test required under this Policy.
 4. Fails to permit the observation or monitoring while providing a specimen or breath test, or fails to follow the observer's instructions related to the collection process.
 5. Fails to provide a sufficient amount of urine when directed, if it is determined through a required medical evaluation that there is no adequate medical explanation for the failure.
 6. Fails or declines to take an additional drug test or collection as directed by the collector.
 7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process.
 8. Fails to cooperate with any part of the testing process.

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9. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
 10. Admits to the collector or MRO that the staff has adulterated or substituted the specimen.
 11. Test results are verified by the MRO as adulterated or substituted.
- g. If staff's or prospective staff's drug test comes back diluted, the following will apply:
1. A positive dilute test result will be treated as a verified positive test and subject to sanctions set forth above.
 2. For a negative test that is dilute, the BIGFORK FIRE DEPARTMENT will follow the MRO's direction, which may include another test, possibly under direct supervision, which will take place as soon as the MRO informs the BIGFORK FIRE DEPARTMENT of the diluted test results. The results of this second test will be the results on which the BIGFORK FIRE DEPARTMENT will rely. If the staff/prospective staff refuses to take the additional test based on the diluted result, it will be treated as a refusal to test.

6. Types of Testing. BIGFORK FIRE DEPARTMENT will perform the following types of testing for controlled substances and alcohol:

- a. Pre-employment testing for all Applicable Staff.
- b. Random testing of all Applicable Staff, as follows:
 1. A random selection process, which is a scientifically valid method, will determine who will be tested on any given date during the calendar period for testing.
 2. The calendar period for random testing will be January 1 through December 31 of each year.
 3. The random testing rate for this calendar period will be 25% or one quarter of active staff that are subject to testing.
- c. Reasonable suspicion testing of Applicable Staff.
- d. Follow-up testing for staff having gone through a rehabilitation program as outlined in #4 above.
- e. Testing of Applicable Staff involved in work related accidents causing death or physical injury or property damage in excess of \$1,500.

7. Staff Subject to Testing. All Applicable Staff are subject to testing. The term "applicable employees"

has been defined by Montana law to include employees working in the following capacities:

- a. Performance, supervision or management of work in hazardous work environments;

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- b. Position affecting public safety:
 - Firefighters
 - EMT's
- c. Staff engaged in a fiduciary capacity.

8. Illegal/Controlled substances Tested. BIGFORK FIRE DEPARTMENT will test for the following types of illegal/controlled substances.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opiate metabolites	2000 ng/mL	Codeine	2000 ng/mL
Codeine/Morphine ²	10 ng/mL	Morphine	2000 ng/mL
6-Acetylmorphine		6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³	500 ng/mL	Amphetamine	250 ng/mL
AMP/MAMP ⁴	500 ng/mL	Methamphetamine ⁵	250 ng/mL
MDMA ⁶		MDMA	250 ng/mL
		MDA ⁷	250 ng/mL
		MDEA ⁸	250 ng/mL

¹Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

²Morphine is the target analyte for codeine/morphine testing

³Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff

⁴Methamphetamine is the target analyte for amphetamine/methamphetamine testing

⁵To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL

⁶Methylenedioxymethamphetamine (MDMA)

⁷ Methylenedioxyamphetamine (MDA)

⁸ Methylenedioxyethylamphetamine (MDEA)

Ng/mL = Nano grams per milliliter

9. Prohibited Alcohol Concentration Level. Staff who test positive for alcohol concentration at or above 0.04 will be subject to sanctions as set forth above.

Any applicable staff, who performs duties as defined in paragraphs 7a and 7b above, found to have an alcohol concentration of 0.02 or greater, but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. Safety sensitive functions are described under the definitions section of this Policy. No action will be taken against staff based solely on test results showing an alcohol concentration of less than 0.04, except as provided for in this statement. However, the BIGFORK FIRE DEPARTMENT having independent authority, reserves the right to take any action deemed necessary, that is otherwise consistent with law, relating to the staff's test results showing an alcohol concentration of less than 0.04.

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10. Testing Procedures. Bigfork fire department has contracted with Occupational Health Services (205 Sunny View Ln., Kalispell, MT 59901) to perform all testing. The testing procedures adopted by BIGFORK FIRE DEPARTMENT are described in the attached materials. Positive tests will be reviewed by a medical review officer (MRO) prior to the imposition of sanctions against staff. The initial test will be at the BIGFORK FIRE DEPARTMENT's expense and staff will be paid at their regular rate, including benefits, for time attributable to the testing procedure.

11. If urine specimen is determined to be negative and diluted (urine specimen with a creatinine level of less than 20 g/dL and a specific gravity of 1.003 or less), employer will require donor to undergo additional test(s) until the test result indicates a non-dilute and otherwise non-adulterated result, and the donor will be required to refrain from drinking excessive amounts of fluids prior to such subsequent test(s). The first test to indicate a non-dilute and otherwise non-adulterated result shall become the test of record.

12. Dispute Resolution Procedures. If staff is tested and the staff disputes the result or believes that he or she has a reasonable explanation for the failed test, the staff will be given the opportunity to provide the Medical Review Officer with any medical information that is relevant to interpreting the test results, including information concerning current or recently used prescription or non-prescription drugs.

The staff will be provided a copy of the test report. The staff or prospective staff has the right to request an additional test of the split sample by an independent laboratory selected by the person being tested. If a second test is requested, the cost of such test will be at the staff's expense if the test is positive, and at BIGFORK FIRE DEPARTMENT's expense if the test is negative. If the second test is negative, the results of the test shall be deemed to have been negative. The staff may rebut or explain the results of *any* test.

13. Confidentiality Requirements. All information, interviews, reports, statements, memoranda, and test results shall be confidential and shall not be disclosed to anyone except:

- a. The tested staff or prospective staff.
- b. BIGFORK FIRE DEPARTMENT designated Policy Coordinator.
- c. In connection with any legal or administrative claim arising out of the implementation of sanctions, or in response to inquiries relating to a workplace accident involving death, personal injury, or property damage in excess of \$1500 when there is reason to believe that the staff may have caused or contributed to the accident.

- d. Information obtained in the testing process that is unrelated to the use of controlled substances or alcohol may not be released by the Medical Review Officer to the employer.

14. Chain of Custody Requirements. The collection, transportation, and confirmation testing of any urine samples will be performed in accordance with 49 CFR, part 40.

15. Summary of Criminal Sanctions for Use of Controlled Substances. The manufacture, distribution, possession, or use of controlled substances (other than pursuant to a valid prescription or otherwise authorized by law) is illegal under state and federal law, and is subject to various criminal sanctions, including fines of up to \$50,000 and prison sentences of up to life in prison and in some cases there are mandatory minimum prison sentences. Federal sanctions are generally more severe than are state sanctions.

16. Distribution of Safety Materials. Employer will make information available to all staff concerning the health and workplace safety risks of using controlled substances and alcohol. These materials will be distributed at the time each staff receives a copy of this Policy and to all staff who test positive for controlled substances or alcohol. Staff wishing to receive additional copies of these materials may do so by contacting the Policy Coordinator.

STAFF BRIEFING & INSTRUCTION FOR DRUG TESTING

The collection of your urine will be conducted in accordance with the DOT and Federal Highway Administration regulation. These regulations allow for individual privacy and certain precautions to ensure that specimens are not altered. The following explains the collection and reporting procedures:

1. Photo identification must be presented at the collection site.
2. You will be asked to remove any unnecessary outer garments such as a coat or jacket. Purses or briefcases will be left in an area outside of the collection site. You may retain your wallet and you may ask for a receipt of your personal belongings.
3. You will be instructed to wash and dry your hands prior to providing a sample.
4. Your sample will be provided in the privacy of a stall or otherwise partitioned area that allows for individual privacy.
5. Water facilities to sinks and toilets will be shut off for the time during supplying a sample. A bluing agent is added to the toilet bowl and sink.
6. After handing the specimen bottle to the collector, you should keep the sample in full view at all times until it is sealed and labeled.

7. If you are unable to produce an adequate amount of specimen, you will be asked to drink up to 40 ounces of fluid, distributed reasonably through a period of up to 3 hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the staff declines to drink. The staff will be notified of the time at which the three-hour period begins and ends. If a sample still cannot be provided, the staff will be referred to a physician for a medical evaluation. If no medical reason exists, the result is the same as a positive test.
8. In the event the temperature falls outside of the range allowed, you will be asked to take an oral temperature.
9. If the collection site person has reason to believe that you may have altered or substituted the sample, the collection site person will notify a higher level supervisor and request authorization to collect a second sample under direct observation. The collection site person must be of the same gender in this instance.
10. Your sample will be labeled and you will be asked to initial the label.
11. You will be asked to complete portions of the Custody Control Form.
12. Collection is complete when the sample is sealed and initialed and the Custody Control Form is completed and the sample is sealed in the envelope.
13. Your sample is then mailed to a qualified lab for testing of drug abuse. Your sample will be tested for 7 drugs: Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine (PCP), 6-Acetylmorphine and MDMA.
14. Negative results are reported immediately.
15. Positive results require a second test called gas chromatography/mass spectrometry, which will tell the quantity of the drug involved.
16. All test results are sent from the lab to a Medical Review Officer (MRO). The MRO shall report whether the test is positive or negative to the BIGFORK FIRE DEPARTMENT's Policy Coordinator. Positive tests are not reported until the MRO has contacted or attempted to contact you to discuss the results. If the MRO is unable to reach you, he will contact the BIGFORK FIRE DEPARTMENT's Policy Coordinator in an effort to get you to call the MRO. The MRO may verify test as positive without having communicated directly with you if all efforts required by state and federal law were exhausted. This must be properly documented by the MRO and the BIGFORK FIRE DEPARTMENT's Policy Coordinator if the MRO found it necessary to contact the Policy Coordinator.

17. If a positive result has been reported, you are medically disqualified from performing safety-sensitive function(s) until BIGFORK FIRE DEPARTMENT Policy procedures are satisfied.
18. The MRO only reports that a test was negative or positive. If positive, the MRO will only report the drug present. Nothing else is reported. Results will be FAXED after a phone call is made to a BIGFORK FIRE DEPARTMENT official so incoming FAX can be monitored for confidential purposes. The result may take longer if the MRO is unable to reach you (as much as 5 days).
19. All results are held in your Drug Screen File and are confidential.
20. For the results of your test, you will be asked to sign a release allowing the BIGFORK FIRE DEPARTMENT to do so. Request must be made within 60 days on pre-employment drug testing.

BIGFORK FIRE DEPARTMENT
Originated by Jeremy Patton
MAR 02 2016
Approved By
Chief M. J. [Signature] Date 3/1/16
Trustee [Signature] Date 3/1/16

Approved By: Chuck Harris
Bigfork Fire - Chief

04/01/2008
Date